

# DEPARTMENT OF THE ARMY TRAINING SUPPORT CENTER DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY 77680 ARMISTEAD STREET FORT RILEY, KANSAS 66442-5000

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MEMORANDUM FOR RECORD

SUBJECT: Training Support Center (TSC) Standard Operating Procedures

1. Purpose

a. To provide procedures, responsibilities, and guidance for obtaining and using Training Aids Devices Simulations and Simulators (TADSS), Multiple Integrated Laser Engagement System (MILES), Static Display Charts (SDC) and Graphic Training Aids (GTA) from the Fort Riley Training Support Center (TSC).

2. Scope

a. All units that utilize the TSC are responsible for knowing the standards of this SOP; leaders are responsible for enforcing the standards

b. All units will familiarize themselves with this SOP prior to conducting business at the TSC.

3. POC for this memo is the undersigned at 785-239-4735; email: troy.i.russell.civ@mail.mil

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# TRAINING SUPPORT CENTER (TSC)

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# 1-1 References

- a. This SOP is applicable to all employees and visitors at the training support center. Any personnel or activity, which request and utilize training devices, are required to adopt and conform to these procedures.
- b. AR 5-9 Area Support Responsibilities
- c. AR 710-2 Supply Policy Below the National Level
- d. AR 735-5 Policies and Procedures for Property Accountability
- e. AR 190-11 Physical Security of Arms, Ammunition, and Explosives
- f. DA PAM 710-2-1Using Unit Supply System (Manual Procedures)
- g. DA PAM 710-2-2 Supply Support Activity Supply System (Manual Procedures)
- h. DA PAM 350-9 Index and Description of Army Training Devices
- i. TRADOC PAM 350-9 TRADOC Training Devices for Armywide Use
- j. In the event that any information in this SOP should be in conflict with Army regulations or standards or FORSCOM directives, the latter will govern.

### 1-2 Mission

- a. Provide one-stop TSC services to commanders and staff of Active Army and Reserve Components, ROTC and other authorized units/activities (including other US Government and civilian activities, other US military services and foreign military support) located at Fort Riley and within the geographical support boundaries as defined in AR 5-9. Plan, direct and supervise activities of the TSC to insure timely and effective response to supported units/activities. The Training Support Center will set up group tours when requested from account holders and other activities in order to enhance communication for training needs.
- b. Loan of Training Devices: Warehouse, issue and receive operations for user friendly training aids and devices.
- c. Simulations: Operate and manage the various simulations used for training purposes such as the Engagement Skills Trainer (EST-2000), JAVELIN Basic Skills Trainer (BST), Call for Fire Trainer (CFFT), Training Improvised Explosive Devices course (IED), Close Combat Mission Capability Kit (CCMCK) MRAP Egress Trainer (MET), HMMWV Egress Assistance Trainer (HEAT) and MRAP Common Driver Trainer.

# 1-3 Operating Hours

a. The TSC operating hours are 0730-1700 on days that are not designated as Resiliency Day Off (RDO) and 0730-1600 on days that are designated as RDO. Other hours or weekends are on a case by case basis upon approval from DPTMS Training Division Chief.

# 1-4 Establishment of Accounts

- a. Each unit serviced by TSC must have a valid account established. All organizations down to company level may establish an account by submitting a TSC Account Memo (Sample in ANNEX A-3), DA Form 1687, Notice of Delegation of Authority and Commanders Assumption of Command Orders.
  - (1) A separate DA Form 1687 on file is required to draw MILES equipment. Required minimum NCO in the pay grade of E-5 or above that is MILES certified through Fort Riley Troop Schools to draw MILES.
- Unit will be informed of account number assigned and requested to enter the number on each work order or loan request submitted to TSC.
- c. DA Form 1687 must be renewed every year or upon change of responsible officer, whichever comes first.
- d. Each company level unit is authorized up to eight personnel on signature card DA Form 1687 (equates to two signature cards) for the draw of Training Aids. Each company level unit is authorized up to eight personnel on signature card DA Form 1687 (equates to two signature cards) for the draw of MILES. Only one NCO per unit may hold a hand receipt for MILES at any one time (MILES appendix 1, Section V Para 1b).
- e. The above also applies to Army Reserve or National Guard units within the Fort Riley AR 5-9 Area of Responsibility (AOR). Reserve and Guard units that train at Fort Riley should establish a temporary account if their home station is outside of the AOR. The temporary account is valid during their activation orders.

# 1-5 Change or Renew an Account

a. When the outgoing commander or account holder is replaced, the outgoing and incoming commander or account holder will check with TSC for any special instructions.

- b. Conduct joint 100% inventory of all TSC equipment on hand receipt at change of account holder IAW DA PAM 710-2-1.
- c. The incoming commander or account holder will submit a copy of appointment orders and a new DA 1687 for authorized persons on the account.
- d. Discrepancies reported on relief documents and updated TS-MATS Hand Receipt (Used IN LEIU of DA Form 2062) is signed.

# 1-6 Requesting Training Devices

Primary scheduling is accomplished via preorder process by submitting an automated request form using the TSC Catalog on the 1ID Web page located at <a href="http://www.1id.army.mil">http://www.1id.army.mil</a> using the following steps;

- (1) Scroll cursor over Services on 1ID home page.
- (2) Scroll to Soldiers Services in the drop down menu.
- (3) Scroll to Training Support Center and select this option in the drop down menu.
- (4) Once at the Training Support Center site select the TSC Catalog link in the News/Topics category (requires AKO login CAC or user name and password).
- (5) After login select TSC Catalog and follow prompts on the screen.
- a. When requesting training devices using the catalog on the 1ID Web Site the following actions will be taken by the customer service station representative prompting a response from the customer:
  - (1) Requests received at the TSC office will be checked for accuracy of contents, requested date and time for pick up; the customer service station will determine availability of requested equipment. If requested equipment is available, and dates and times requested for pick-up or turn-in can be accommodated, then the request is approved and the customer will be contacted by using the e-mail provided on the request. If requested equipment is not available or the dates and times cannot be accommodated, the unit representative will be notified by using the e-mail address provided on the request with alternate dates, time and/or possible substitute training devices. Any conflicts in scheduling that cannot be resolved by the customer service station and unit concerned will be turned over to the TSC Chief or his appointee for resolution.

If the TSC Chief or his appointee cannot resolve the conflict, the scheduling conflict will be turned over to the Training Division Chief for resolution. If the Training Division Chief cannot resolve the conflict, the scheduling conflict will be turned over to the G3 Training for final resolution.

- b. Units that submit request for training devices (14) days prior to the proposed issue date or longer will be given priority for the equipment requested given it is available for issue at the time of request. At (14) days prior to the proposed issue date the equipment will be reserved for that unit. All other requests will be filled on a first come first served basis.
  - (1) Requesting individual must contact the TSC representative at (785) 239-4721 (2) days prior to issue date to confirm the order. If the order is not confirmed with the TSC the training devices will be placed back on the shelf and made available for issue to other units.
- c. Requesting training devices can also be accomplished by coming to the TSC Customer Service office at Bldg 77680 Armistead and filling out an automated TSC request form using one of two computer workstations.
- d. Request should be submitted at the earliest possible date to avoid conflict in the availability of the requested equipment.
- e. Request for MILES equipment will be submitted (30) days prior to proposed pick-up date. Units will receive a copy of the approved MILES request if brought to TSC, Bldg 77680 Armistead Street. Request not submitted (30) days prior to proposed issue date will be disapproved.
- f. The loan of devices will not exceed 30 days. Extensions beyond (30) days for special circumstances may be granted due to training mission with approval of the TSC Chief. TSC personnel will check the account for current documents and for outstanding and/or delinquent turn-ins.
- g. The Training device catalog is arranged in numerical device number sequence as published in DA PAM 350-9 to include; fabricated local devices.
  - (1) TRADOC Devices / LOCAL FABRICATED DEVICES: Training devices index range from on the automated catalog.

•	Chemical	03 series
•	Engineer/IED	05 series
•	Field Artillery	06 series
•	Infantry	07 series
•	Medical	08 series
•	Ordnance	09 series
•	Signal	11 series
•	Armor	17 series
•	Military Police	19 series
•	General	20 series
•	Individual Soldier	21 Series
•	Weapons	23 series
•	Opposing Force	30 series

(2) Other Devices / LOCAL FABRICATED DEVICES: Training devices index range from on the automated catalog.

•	IED	00 series
•	MILES	00 series
•	GTA	00 series
•	Static Display	00 series

# 1-7 <u>Issue of Training Devices:</u>

- a. When the scheduled unit representative arrives at the Training Support Center (TSC) customer service station the following steps will be followed:
  - (1) Customer will sign in by scanning his/her Common Access Card (CAC) using the provided barcode scanner or sign in to the TSC Catalog using their last and first name. TSC staff will verify that the unit's assumption of command orders and a valid DA Form 1687 signature card is on file and that the commander's signature matches.
  - (2) Customer will request TADSS, MILES, SDC'S and GTA'S using the automated TSC Catalog provided that reflects authorized devices in DA PAM 350-9 and TRADOC 350-9. Local devices are also available for draw.
  - (3) TSC staff will verify that the customer has completed the necessary certification courses, risk assessment and/or Commander's Memorandum that are required for specific TADSS; Improvised Explosive Devices (IED), Laser Marksmanship Training System (LMTS), Short Range Training Ammunition (SRTA) Bolt, Multiple Laser Engagement System (MILES) and/or Close Combat

Marksmanship Capability Kit (CCMCK). Devices that require Risk Management forms will have to be filled out and signed by the unit commander prior to issue of devices. Commander's Memorandum required for CCMCK only.

- (4) The following listed devices must be transported in a military vehicle.
  - (a) Improvised Explosive Device Effects Simulator (IEDES) Pyro Scalable Signature Device (PSSD), device number A-05-118.
  - (b) IEDES Non-Pyro Scalable Signature Device (NPSSD), device number A-05-118-1.
  - (c) Small Arms Flash Noise Simulator, device number A-07-12 and device number L-07-22E.
  - (d) M2 Practice Bolt for Short Range Ammunition (Blue Bolt), device number A-07-62.
  - (e) M3 Recoil Amplifier for Short Range Ammunition, device number A-07-63.
  - (f) M287 Tracer Bullet Trainer (TBT) for the M137 AT4 Anti-Tank Weapon, device number A-07-68.
  - (g) Subcaliber Inbore Training Device (AIMTEST 120), device number A-17-277.
  - (h) Artillery, Mine, and Demolition Noise Simulator, device number A-20-95 and device number L-20-95.
  - (i) Main Gun Signature Simulator (MGSS), device number A-23-92.
  - (j) AK 47 Pneumatic Rifle, device number L-07-4100.
  - (k) Rocket Propelled Grenade (RPG) Launcher with rocket motor, device number L-07-9946.
- (I) All simulated Improvised Explosive Devices (IED) that require CO2 and powder, 05 Series devices.

- (5) When transporting propane, oxygen or car batteries, the oxygen and propane will not be transported with the bottles lying down or secured together. The oxygen and propane bottles will be separated to prevent accidental explosion.

  Although batteries can be transported in the same vehicle they must be in a separate compartment than oxygen and/or propane bottles.
- (6) CO2 canisters will be transported in the container provided. The container will be strapped or tied down to the vehicle by the handles to prevent the container from falling over during transport. The lid will be securely fastened to the container during transport. IEDS' CAN ONLY BE TRANSPORTED IN A WELL VENTILATED CARGO AREA OF A MILITARY VEHICLE. Upon request a Material Safety Data Sheet (MSDS) for CO2 will be provided. CO2 canisters will get extremely cold once they have been discharged It is advisable to wear gloves when handling these canisters.

# 1-8 Turn-in of Training Devices

- a. Turn-ins will be handled in reverse order of an issue. TSC staff and an authorized unit representative will conduct a joint inventory of all equipment that was issued. Components will be given a visual inspection for any damages and some major components are given an on-the-spot functional check for serviceability. All malfunctioning and damaged components are set aside for induction into the appropriate maintenance facility for repair. Upon completion of turn-in, TADSS personnel will sign and print name, and authorized unit representative will sign and print name, rank, and telephone number on the turn-in documents. The TADSS warehouse retains the original, and a copy is provided to the authorized unit representative upon completion of the turn-in.
- b. All devices will be returned in the original storage container, by the same person who signed for the devices. Devices will be transported and secured in a vehicle without stacking or pilling that can cause damage. Devices will be cleaned at the time of turn in; dirty or damp or rusty devices will not be accepted. If an item is damaged or inoperative annotate the fault on a tag and return the item to Customer Service. Customers are responsible for inspection of the devices during and after training for accountability and serviceability to include the cleaning.

#### 1-9 **Damaged Items:**

- a. Any damaged component will require a Damage Statement signed by the unit commander (Damage Statement memorandum Sample A-1) that will accompany the turn in before turn in credit can be given to the unit to clear TSC. Both the authorized unit representative and the TADSS personnel will conduct a joint inventory for accuracy of the contents and then sign and print names on the turn in document created by TS-MATS. The Damage Statement accompanied with the Outstanding Issues document from TS-MATS is now your issuing document for any damaged and/or lost components. If the unit representative does not bring the Damage Statement at the time of turn in of the equipment then the unit will be given (5) working days after the turn in to complete the statement and return it to Customer Service to prevent the unit account from being frozen. (see paragraph 1-12)
- b. Damaged devices that are deemed other than fair wear and tear by the Chief of TSC will require reimbursement by DD Form 362, Statement of Charges/Cash Collection or DD Form 200, Financial Liability Investigation of Property Loss. The TS-MATS Outstanding Issues Document will contain part number, nomenclature, quantity, serial number (if applicable) and unit price. The TSC staff will indicate on the TS-MATS Outstanding Issue document ECOD Pending, until the item(s) evaluation for repair cost by the TSC Staff has been established. Customer Service retains the original and a copy is furnished to the authorized unit representative upon completion of joint inventory. The unit will be given a suspense of (5) working days after the turn-in to complete the appropriate adjustment document(s). If the unit does not meet the suspense date the unit's account will be frozen. (see paragraph 1-12)

#### 1-10 Lost Items:

a) Any lost component will require reimbursement by DD Form 362, Statement of Charges/Cash Collection or DD Form 200, Financial Liability Investigation of Property Loss. Both the authorized unit representative and the TADSS personnel will conduct a joint inventory for accuracy of the contents and then sign and print names on the turn in document created by TS-MATS. The TS-MATS Outstanding Issues Document indicating the lost component will be signed by the unit representative. The unit representative will be directed to the Administrative Office to receive further instructions from the TSC Property Book Officer. The TSC Property Book Officer will provide the

unit representative with the cost for replacement and options and the unit will be given (5) working days to complete the DD Form 362 or DD Form 200 and return it to the Administrative Office to prevent the unit account from being frozen. (see paragraph 1-12)

# 1-11 Frozen /Account Closure:

- a. The TSC Customer Service Station will freeze or close unit accounts and contact the unit commander by e-mail under the following circumstances:
  - (1) DA Form 1687 Signature Card outdated or Change of Command freezes the unit account.
  - (2) Account delinquent for equipment past due for turn-in freezes the unit account.
  - (3) Documentation for damaged/lost items not submitted in (5) working days freezes the unit account.
  - (4) Dirty equipment (units will be given (5) days to clean and callback for an appointment) if a large amount of equipment is dirty. Units are allowed to bring in small amounts on a walk in basis within the given (5) days. Dirty equipment that is not turned-in within the (5) days freezes the unit account.
  - (5) Upon unit inactivation (Automatic account closure).
- b. If the unit's delinquent account is not reconciled within (15) working days of the turn-in date, the TSC Chief will notify the below listed personnel that its account will be in jeopardy of being frozen in (5) working days unless the unit account is corrected.
  - (1) Battalion S-3 OIC
  - (2) Battalion S-3 NCOIC
- c. After (5) working days and if no correction is made, the same above personnel will be notified that the battalion account and all subordinate unit accounts are frozen until the problem(s) have been rectified.

In order to unfreeze an account:

- (1) Property accountability documents must be completed or in progress.
- (2) Loaned TSC equipment must be returned.

(3) A new DA Form 1687 with assumption of command orders must be completed.

# 1-12 **Graphic Training Aids**

a. The TSC maintains a large selection of Graphic Training Aids (GTA) in stock for issue. Many GTA'S have been digitized. Digitized GTA'S will no longer be reproduced and/or distributed. Customers may download GTA'S and reproduce them as required from the United States Army Training Support Center Website.

#### b. DOWNLOAD INSTRUCTIONS:

- (1) See the TSC Customer Service Station to see if GTA'S are in stock
- (2) If not in stock, visit <a href="http://www.train.army.mil">http://www.train.army.mil</a> on the internet
- (3) Simply go to the library search under RDL services and follow directions
- (4) You can maximize these services by using your Army Knowledge On Line (AKO) account

#### c. Requesting GTA's

- (1) Customer can request for their account, not for multiple accounts
- (2) GTA'S are Expendable but controlled by limiting quantities being issued to each account.
- (3) Mail order request will meet the standards listed above for issues and turn- in procedures.
- (4) GTA'S can be requested by FAX 785-239-5634 (DSN 856-5634), by calling 785-239-4721 (DSN 856-4721) or by using the Automated Catalog on the 1ID Web Site. (see paragraph 1-7)

### 1-13 Static Display Charts

- a. Customer will coordinate with the TSC 30 working days prior to customers display presentation to see if TSC has the required Static Display Chart on hand.
  - (1) Units can request for their account, not for multiple accounts.

- (2) SDC's and Frames are not expendable.
- b. If TSC does not have the requested static display chart on hand the unit will be required to submit a DA Form 3903 (Request for VI Support) to the Visual Information Support Center. This form can be located on the 1ID web site under Units, DPTMS, Visual Information Support Center.

#### APPENDIX I

#### TO TSC SOP

#### MILES TRAINING DEVICE

#### SECTION I-GENERAL

- PURPOSE: To provide procedures, responsibilities, and guidance for obtaining and using Multiple Integrated Laser Engagement Systems (MILES) equipment from the Fort Riley TRAINING SUPPORT CENTER (TSC).
- 2. **GENERAL:** MILES equipment is an extremely important resource that enhances training. It is imperative that all MILES customers act as responsible stewards in caring for this important training resource.
- 3. **APPLICABILITY:** This SOP is applicable to all units, which plan to use the Multiple Integrated Laser Engagement Systems (MILES).

#### SECTION II-RESPONSIBILITIES

- 1. Commander Responsibilities
  - a. Insure compliance with the requirements stated in the SOP and policies required by the Command Group.
  - b. Provide SGT E-5 and above for MILES Certification.
  - c. Provide at a minimum one certified person (SGT E-5 or above) and 4 additional personnel for MILES system draw and turn-in.
  - d. Insure proper use and control of MILES during unit training.
  - e. Insure the proper cleaning of the MILES before the unit turn-in at the TSC Warehouse. (Section IX of the SOP)
  - f. Insure requests for MILES training devices are submitted 30-days prior to draw date. (see paragraph 1-7.d.)
  - g. Insure Customer Service is contacted at 239-4721 (2) days prior to the unit's draw date to confirm date and time of equipment draw.

- h. The MILES systems will be sub-hand receipted from the MILES certified NCO to the end user in order to maintain accountability within the unit. Hand receipting from one unit to another unit is prohibited.
- i. Each company size unit must sign for their own MILES.

#### **SECTION III- MILES TRAINING**

#### 1. MILES CERTIFICATION PROGRAM

- a. The goal of the Certification Program is to maximize the operability of MILES. The course does not teach the tactical use of MILES and should not be used in lieu of a unit's MILES training program.
- b. Each unit using MILES equipment will insure that at least one individual per platoon-size unit is MILES certified.
- c. Units should consider one soldier per vehicle (Tank Commander) who has been properly trained by Military Schools to troubleshoot the MILES equipment and the Main Gun Signature Simulator (MGSS) due to safety requirements.
- d. MILES certification is taught by an instructor from Military Schools at the TSC Classroom, Bldg. 77680, phone 239-9038. Instruction includes the use, installation, operation, maintenance and problems encountered with MILES equipment and safety requirements. Upon satisfactory completion of the course of certification, the student receives a certificate of training and a MILES license valid for two (2) years and receives one college credit. A roster of MILES certified personnel are maintained at the TSC Warehouse and at Troop Schools.
- e. Military Schools will train all personnel in MILES. All grades Enlisted and Officer, SGT and above will be certified in order to draw MILES equipment.
- f. Training Support Center will train all personnel requiring M1 tank or M2 Bradley certification.

# 2. MILES SUSTAINMENT TRAINING PROGRAM

a. The MILES Training Instructor will provide, upon request, a "train the trainer" program to assist commander with MILES sustainment training.

b. Units desiring special MILES sustainment training may contact the MILES Instructor at 239-5432/9038, NLT (45) days prior to desired class dates, specifying the type of MILES systems and the amount of time available.

c. TSC will provide necessary MILES equipment, while units provide vehicles to support required training.

#### **SECTION IV - REQUEST PROCEDURES**

#### REQUEST PROCEDURES

Primary scheduling is accomplished via preorder process by submitting an automated request form using the TSC Catalog on the 1ID Web page located at http://www.1id.army.mil using the following steps;

- (1) Scroll cursor over Services on 1ID home page.
- (2) Scroll to Soldiers Services in the drop down menu.
- (3) Scroll to Training Support Center and select this option in the drop down menu.
- (4) Once at the Training Support Center site select the TSC Catalog link in the News/Topics category (requires AKO login CAC or user name and password).
- (5) After login select TSC Catalog and follow prompts on the screen.
- a) When requesting training devices using the catalog on the 1ID Web Site the following actions will be taken by the Customer Service Station representative prompting a response from the customer:

Requests received at the TSC office will be checked for accuracy of contents, requested date and time for pick up; the customer service station will determine availability of requested equipment. If requested equipment is available, and dates and times requested for pick-up or turn-in can be accommodated, then the request is approved and the customer will be contacted by using the e-mail provided on the request. If requested equipment is not available or the dates and times cannot be accommodated, the unit representative will be notified by using the e-mail address provided on the request with alternate dates, time and/or possible substitute training devices. Any conflicts in scheduling that cannot

be resolved by the customer service station and unit concerned will be turned over to the TSC Chief or his appointee for resolution. If the TSC Chief or his appointee cannot resolve the conflict, the scheduling conflict will be turned over to the Training Division Chief for resolution. If the Training Division Chief cannot resolve the conflict, the scheduling conflict will be turned over to the G3 Training for final resolution.

- b. The request will be submitted (30) days prior to proposed pick-up date. Units will receive a copy of the approved MILES request if brought to TSC, Bldg 77680 Armistead Street.
- c. The MILES request will be approved/disapproved depending on MILES equipment availability, unit needs and established priorities by the G3 in the event of any problems.
- d. When submitting MILES request for more than one exercise, ensure all equipment requirements are included. If additional equipment is required the NCO that has already drawn MILES equipment must sign for it.
- e. No additional MILES will be issued until the last hand receipt is cleared of the following, if applicable:
  - Dirty MILES Equipment
  - Damage Statement from Commander and, Estimate Cost of Damage (ECOD) if required.
  - DD Form 362, Statement of Charges/Cash Collection
  - DD Form 200, Financial Liability Investigation of Property Loss for all lost MILES
- f. The TSC Warehouse will process the request and prepare to issue the approved amount of equipment on the date and time coordinated with the unit.
- g. When requesting issue and turn-in dates, units should allow time to install and clean MILES equipment. Plan on drawing the equipment (4) or (5) days prior to the start of training and be prepared to turn it in (5) days after training is completed.
- h. Each company will request and draw its own MILES equipment. Battalions will not draw MILES for company exercises.

#### 2. ACTIVE COMPONENT MILES EQUIPMENT PRIORITY

PRIORITY	DEFINITION
1.	AC/RC units training for NTC or other deployment.
2.	AC units in Green cycle.
3.	AC units in Amber cycle.
4.	AC units in Red cycle.
5.	RC units
6.	ROTC/USMA training.

#### 3. RESERVE COMPONENT MILES EQUIPMENT

DEFINITION
RC units training for NTC or other deployment
RC maneuvers units conducting EXTEV
RC CSS units conducting EXTEV
RC units conducting Annual Training (AT):
Non-aligned.
RC unit's sustainment training.
AC unit's requirements: (a) Green Cycle (b) Amber Cycle, (c) Red Cycle

### **SECTION V-ISSUE/TURN-IN PROCEDURES**

# 1. ISSUE PROCEDURES

- a. All items will be inventoried by the receiving unit and TSC Staff during both issue and turn-in. Any unit, which fails to pick-up within (30) minutes of its scheduled time and does not inform the warehouse personnel, will be rescheduled for the next available pick-up period.
- b. Due to the high value and sensitivity of MILES equipment, only an NCO in the pay grade of E-5 or above will be authorized to hand receipt MILES equipment from the TSC Warehouse. This individual must be MILES certified and be on a DA Form 1687 (Delegation of Authority Card) provided to the TSC Warehouse signed by the unit commander. Only one NCO per unit may hold a hand receipt for MILES at any time.
- c. Units will check for serviceability of equipment.

- d. Using units must pick up MILES equipment from the TSC Warehouse. TSC cannot mail MILES equipment. The TSC Warehouse is located at Bldg 77680 Armistead Street, Fort Riley, KS.
- e. The TSC operating hours are 0730-1700 on days that are not designated as Resiliency Day Off (RDO) and 0730-1600 on days that are designated as RDO. Other hours or weekends are on a case by case basis upon approval from DPTMS Training Division Chief.

### 2. TURN-IN PROCEDURES

- a. Units will turn in MILES equipment on the scheduled date and time. Any unit, which fails to turn-in within (30) minutes of its scheduled time, and does not inform customer service personnel, will be rescheduled for the next available turn-in period. All equipment will be returned in the original storage container, by the same person who signed for the equipment. Equipment will be clean, dry and tested at the time of turn-in; dirty or damp/wet equipment will not be accepted. If any equipment is damaged or lost the unit will follow paragraphs 1-10 and 1-11 to correct the deficiency. MILES will not be cleaned at the warehouse.
- b. If the NCO that previously drew the MILES equipment is not available for the scheduled turn in date the unit can either reschedule the turn in or another NCO from that unit that is on the DA form 1786 and MILES certified can conduct the turn in. If any equipment is damaged or missing the substitute NCO will sign for that equipment and follow the procedures outlined in paragraphs 1-10 and 1-11.

#### SECTION VI-MAINTENANCE OF EQUIPMENT

#### 1. INSPECTION

- a. Each unit is responsible for inspecting the MILES equipment during training. Units will remove and DX any damaged or non-operational items through the MILES Warehouse.
- b. If MILES equipment is requested for more than one exercise the unit will DX any unserviceable items with the MILES Warehouse between exercises.
- c. At the user level, authorized maintenance is limited to inspection for damage, operational testing, changing batteries and surface

- cleaning of equipment. The lenses on transmitters should be cleaned with a non-abrasive cloth as often as necessary to maintain maximum laser effectiveness.
- d. Special test equipment is available for performing operational tests on selected pieces of vehicular equipment. Under no circumstances is disassembly or unit repair of any MILES equipment authorized.
- e. MILES equipment is designed to withstand rain or snow conditions, but will not withstand damage from the high-pressure water at Military vehicle wash racks. MILES equipment will be removed prior to washing vehicles to prevent water damage. Do not put any MILES equipment in a washing machine. MILES equipment must not be totally immersed in water.
- f. Any MILES components found to be defective will be tagged stating the nature of the malfunction.

#### SECTION VII – ACCOUNTABILITY

- 1. UNIT ACCOUNTABILITY OF MILES EQUIPMENT
  - a. Units will take all measures necessary to maintain accountability of MILES equipment.
  - b. Equipment which has been willfully tampered with, abuse, lost or damaged by neglect will be subject to investigation and if deemed necessary, action will be initiated by the using unit commander. The following documents will be used to account for lost or damaged equipment.
    - (1) DD Form 362, Statement of Charges/Cash Collection
    - (2) DD Form 200 Financial Liability Investigation of Property Loss
    - (3) Damage Statement
  - c. MILES equipment will not be taken outside the continental USA, the National Training Center (NTC) or JRTC without a MILES supportability letter. The letter must state: "NTC or JRTC cannot support the required quantities or type of MILES needed for (the specific unit's) scheduled rotation" and be signed by NTC, JRTC (MACOM for out of country usage). Coordination must be made with Fort Riley TSC Chief.

#### **SECTION VIII - SAFETY**

#### 1. MILES SAFETY

#### a. Lasers

When used property the laser light emitted by MILES transmitters has been classified "eye safe" by the Bureau of Radiological Heath. Some precautions should be taken, however, to preclude eye injury.

- \* Avoid looking into the laser transmitter at close range (less than 12 meters). Increasing the distance from the eye to the laser source greatly reduces the risks of your exposure.
- \* Never look straight into a transmitter lens through binoculars, telescopes, periscopes or other optical devices at ranges of less than 75 meters (100 meters on M2/M3 Bradley Vehicles.
- \* Avoid aiming the MILES controller gun at anyone's eyes during the pre-exercise.

### b. Blank Ammunition

MILES requires the use of blank ammunition. Never fire blanks at personnel or equipment at close range. Enforce established blank firing safety precautions.

#### c. ATWESS misfire

Perform the following procedures to prevent accidental firing when replacing ATWESS cartridges.

- (1) Place the ATWESS safety lever in SAFE position and remove ATWESS cartridge.
- (2) If the cartridge is a misfire, check the primer.
  - (a) If the primer is dented, treat the cartridge as a DUD. Report the DUD cartridge to the NCOIC for disposal.
  - (b) If the primer is not dented, check that all connections to the ATWESS are secured tightly.
  - (c) Inspect the breech for presence of foreign matter and complete retraction of the firing pin.
- (3) Reload ATWESS cartridge and repeat firing sequence. If ATWESS does not fire, report on DA Form 2402 and replace defective equipment.

#### **SECTION IX - CLEANING OF EQUIPMENT**

#### 1. MILES CLEANING

MILES will be free from dirt, stain or impurities, i.e. such as earth, soil, mud, dust or oil.

#### 2. REQUIREMENTS

Cleaning of MILES must be an integral part of Post Operation Maintenance (POM) to ensure proper cleaning and timely turn-in of MILES to the MILES Warehouse.

### 3. EXAMPLE ON HOW TO CLEAN MILES EQUIPMENT

- a. Wipe all detectors, electric boxes, cable and plastic items with a damp or wet rag or sponge.
- b. All canvas items, (belts, torso and helmet harnesses, etc.) can be washed by hand with soap and water, with a scrub brush and rinsed with water. Items may be rinsed in a bucket of water.

NOTE: Do not totally submerge the electric box in water.

- c. Oil and diesel fuel can be removed from all canvas harness Use a good general purpose detergent, scrub and rinse well with water. The average drying time should be at least overnight at a minimum. If belts smell or feel damp they are not dry (dry longer).
- d. No MILES through wash rack remove from all vehicles.

### **SECTION X – GENERAL INFORMATION**

#### 1. MILES SIZE AND WEIGHT SPECIFICATIONS

- a. MILES equipment is issued from TSC in special containers designed to protect the equipment from damage during handling.
- b. Information on the size and weight of MILES containers is provided to assist in planning transportation requirements.

MILES SYSTEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	FT/IN	FT/IN	FT/IN	(LBS)
M16/M4Rifle System	4'0"	3'4"	1'5"	192

MILES SYSTEM	LENGTH FT/IN	WIDTH FT/IN	HEIGHT FT/IN	WEIGHT (LBS)
Small Arms Alignment Fixture (SAAF)	2'6"	2'4"	1'2"	30
Multiple Range Alignment Device (MRAD)	2'6"	2'2"	1'2"	57
SAW	1'4"	0'11"	0'4"	15
Vehicle Test Set	1'8"	1'0"	0'5"	6
ITAS	5'0"	2'2"	1'6"	78
ITAS Instructor Station	3'8"	2'0"	1'4"	100.4
JAVELIN	4'7"	1'7"	2'1"	150
JAVELIN Instructor Station	2'1"	2'2"	1'3"	50
JAVELIN Bore Sight Kit	2'11"	1'0"	1'5"	49.5
RPG (4 per Case)	5'0"	2'1"	1'4"	125
BDM (5 per Case)	3"10"	3'6"	0'11"	129.5
M113 APC Kit	3'0"	3'0"	1'5"	110
M1A1 Tank Kit	4'0"	3'5"	1'5"	161
M1A2 SEP Tank Kit (2 cases)	3'2"	2'0"	2'2"	101
Bradley M2/M3	4'5"	3'9"	1'4"	185
Bradley M2A3/M3A3 (2 cases	s) 4'5"	2'0"	2'2"	101
Bradley Tow Tube	4'11"	1'8"	1'11"	125
TVS	3'1"	2'11"	1'5"	97
MITS	1'11"	1'6"	0'9"	42
M19BFA	3'3"	1'0"	0'7"	75
M20BFA	3'3"	1'0"	0'7"	75

MILES SYSTEM	LENGTH FT/IN	WIDTH FT/IN	HEIGHT FT/IN	WEIGHT (LBS)
Brush Guards	4'7"	0'10"	0'7"	100
IWS M16A2/M4	2'11"	3'	1'5"	138
IWS M2	2'11"	3'	1'5"	136
IWS M249	2'11"	3'	1'5"	130
IWS M240	2'11"	3'	1'5"	130
IWS SNIPER	3'2"	2'	1'2"	42
SLM (RPG & AT4)	3'9"	2'4"	1'1"	140
WITS	3'3"	2'1"	1'1"	65
HITS (conf. w/IWS)	3'6"	2'7"	5'0"	313
MAJIK	1'4"	1'2"	0'7"	16.5
Controller Gun Case	2'4"	2'4"	1'2"	74

#### SECTION XI - POLICY FOR FROZEN/CLOSURE OF ACCOUNTS

### 1. Damaged Items:

- a. Any damaged component will require a Damage Statement signed by the unit commander (Damage Statement memorandum Sample A-1) that will accompany the turn in before turn in credit can be given to the unit to clear TSC. Both the authorized unit representative and the TADSS personnel will conduct a joint inventory for accuracy of the contents and then sign and print names on the turn in document created by TS-MATS. The Damage Statement accompanied with the Outstanding Issues document from TS-MATS is now your issuing document for any damaged and/or lost components. If the unit representative does not bring the Damage Statement at the time of turn in of the equipment then the unit will be given (5) working days after the turn in to complete the statement and return it to Customer Service to prevent the unit account from being frozen.
- Damaged devices that are deemed other than fair wear and tear by the Chief of TSC will require reimbursement by DD Form 362, Statement of Charges/Cash Collection or DD Form 200, Financial Liability

Investigation of Property Loss. The TS-MATS Outstanding Issues Document will contain part number, nomenclature, quantity, serial number (if applicable) and unit price. The TSC staff will indicate on the TS-MATS Outstanding Issue document ECOD Pending, until the item(s) evaluation for repair cost by the TSC Staff has been established. Customer Service retains the original and a copy is furnished to the authorized unit representative upon completion of joint inventory. The unit will be given a suspense of (5) working days after the turn-in to complete the appropriate adjustment document(s). If the unit does not meet the suspense date the unit's account will be frozen. (see paragraph 1-12)

#### 2. Lost Items:

a. Any lost component will require reimbursement by DD Form 362, Statement of Charges/Cash Collection or DD Form 200, Financial Liability Investigation of Property Loss. Both the authorized unit representative and the TADSS personnel will conduct a joint inventory for accuracy of the contents and then sign and print names on the turn in document created by TS-MATS. The TS-MATS Outstanding Issues Document indicating the lost component will be signed by the unit representative. The unit representative will be directed to the Administrative Office to receive further instructions from the TSC Property Book Officer. The TSC Property Book Officer will provide the unit representative with the cost for replacement. The unit will be given (5) working days to complete the DD Form 362 or initiate and have a survey number assigned to the DD Form 200 and return it to the Property Book Officer at the Administrative Office to prevent the unit account from being frozen.

### 3. Frozen /Account Closure:

- a. The TSC Customer Service Station will freeze or close unit accounts and contact the unit commander by e-mail under the following circumstances:
  - (1) DA Form 1687 Signature Card outdated or Change of Command freezes the unit account.
  - (2) Account delinquent for equipment past due for turn-in freezes the unit account.
  - (3) Documentation for damaged/lost items not submitted in (5) working days freezes the unit account.
  - (4) Dirty, damp/wet equipment (units will be given (5) days to clean

and callback for an appointment) if a large amount of equipment is dirty. Units are allowed to bring in small amounts on a walk in basis within the given (5) days. Dirty equipment that is not turned-in within the (5) days freezes the unit account.

- (5) Upon unit inactivation (Automatic account closure).
- b. If the unit's delinquent account is not reconciled within (15) working days of the turn-in date, the TSC Chief will notify the below listed personnel that its account will be in jeopardy of being frozen in (5) working days unless the unit account is corrected.
  - (1) Battalion S-3 OIC
  - (2) Battalion S-3 NCOIC
- c. After (5) working days and if no correction is made, the same above personnel will be notified that the battalion account and all subordinate unit accounts are frozen until the problem(s) have been rectified.

In order to unfreeze an account:

- (1) Property accountability documents must be completed or in progress
- (2) Loaned TSC equipment must be returned
- (3) A new DA Form 1687 with assumption of command orders must be completed

Sample of E-M	lail message	
not been resol	) until the followir	has been frozen/closed at the TRAINING SUPPORT ng problems have been resolved. If these problems have king days your battalion's TSC accounts will be
MILES 239-538	31. If problems ca	ne directed to the TSC Services Branch at 239-4721 or annot be resolved within the 5 days, contacting the TSC 735 to make a one-time extension.
	DA Form	1687 is outdated
	Overdue	equipment
	Damaged	I/Lost Documentation at Services Branch
	Damaged	I/Lost Documentation
	Dirty Equ	ipment
	Other pro	oblems:

#### APPENDIX II

# Engagement Skills Trainer 2000

- 1. PURPOSE: To provide guidance for scheduling and operating the Engagement Skills Trainer (EST) 2000 trainer. Our objective is to provide quality tactical training to EST users through close coordination with Active Duty, National Guard, and Reserve Component units.
- **2. DESCRIPTION.** The EST 2000 interactive trainer is a training device, which simulates the delivery of various types of small arms fires in three different scenarios Marksmanship, Collective (Combat), and Shoot-Don't Shoot. It creates audio-visual effects similar to those in the field environment by projecting targets or situations onto a video screen. The Soldier fires their weapon at the respective target or targets. The computer will track all rounds fired, total hits, total misses, hit percentage, and number of mobility and personnel kills for the collective scenarios. The system simulates stationary and moving targets, to include marksmanship targets, human, armor, and aircraft.
- **3. SCHEDULING**. Schedule the EST trainer through the training instructors at building 77680. Phone# 785-239-5515/9744 (DSN 856-5515/9744), Fax 785-239-5634. Note: National Guard and Reserve Component units must go through Mobilization and Reserve Support Branch (MRSB) located at Bldg# 1801, Buffalo Soldier Road, Fort Riley, KS 66442. Phone # 785-239-6610/6608 (DSN 856-6610/6608), Fax 785-239-6614.
  - a. The EST 2000 Trainer can be reserved Monday through Friday, 0900-1600. Other hours or weekends are on a case by case basis with approval from DPTMS Training Division Chief.
  - b. Priority for scheduling is on a first-come, first-serve basis. Reprioritization requires approval of DPTMS Training Division Chief. Brigades have priority in their assigned system.
  - c. Cancellation of training events will be submitted within 3 working days of scheduled training.

#### 4. RESPONSIBILITIES.

- a. Using Units:
  - (1) Submit request for utilization of training simulator by fax, hand carry or via email. Requests will include specific training dates, start and stop times, estimated number of personnel who will be attending training, name of unit operator, point-of-contact along

with a Fort Riley duty phone number, and any special requests such as specific weapons or equipment.

- (2) Cancel scheduling training events no later than 3 days prior to the scheduled date.
- (3) Call the CFFT operator to verify availability prior to submitting written requests.
- (4) Maintain unit EST operator roster.

# b. Training Instructors:

- (1) Maintain a scheduling calendar on Outlook. Resolve scheduling conflicts immediately.
- (2) Notify using units of confirmed scheduling conflicts as soon as the conflict is known.
- (3) Provide a monthly usage report to higher headquarters and Chief of TSC NLT the fourth day of the following month. Include as notes no-shows and cancellations within the 3 day window.
- (4) Coordinate for military or approval overtime before confirming scheduling non-duty hours.
- (5) Train unit EST 2000 operators as required.
- (6) EST I/O certification is only valid for 12 months. Operators that need to recertify must contact the training instructor to schedule a recertification date.
- (7) Maintain unit EST operator roster.

#### APPENDIX III

#### TSC SOP

#### Call for Fire Trainer

- 1. **PURPOSE**: This SOP provides guidance for scheduling and operating the CFFT (1:30) trainer and the (1:18) trainers. Our objective is to provide quality tactical training to CFFT users through close coordination with fire support personnel.
- 2. **DESCRIPTION:** The Call for Fire Trainer is a training device, which simulates the delivery of indirect fires. It creates audio-visual effects similar to those in the field environment by projecting targets onto a terrain screen. The Soldier requests artillery or mortar fire on the target. Shell bursts and smoke are shown on the screen, allowing the soldier to adjust indirect fire onto the target. The system simulates stationary and moving targets, all types of artillery and mortar munitions, Close Combat Attack (CCA), Close Air Support (CAS), and Naval Gun Fire.
- 3. SCHEDULING: Schedule the Call for Fire Trainer through the Training Instructor at Bldg 77680. Phone# 785-239-9744/5515 (DSN 856-9744/5515), Fax 785-239-5634. Note: Guard/Reserve must go through Mobilization and Reserve Support Branch (MRSB) located at Bldg# 1801, Buffalo Soldier Road, Fort Riley, KS 66442. Phone # 785-239-6610/6608 (DSN 856-6610/6608), Fax 785-239-6614.
  - a. The CFFT can be reserved Monday through Friday, 0900-1600. Other hours or weekends are on a case by case basis with approval from DPTMS Training Division Chief.
  - b. Priority for scheduling is on a first-come, first-serve basis. Reprioritization requires approval of DPTMS Training Division Chief. Brigades have priority in their assigned system.
    - c. Cancellation of training events will be submitted within 3 working days of schedule training.

### 4. RESPONSIBILITIES:

- a. Using Units:
  - (1) Submit request for utilization of training simulator by fax, hand carry or via email. Requests will include specific training dates, start and stop times, estimated number of personnel who will be

attending training, name of unit operator, point-of-contact along with a Fort Riley duty phone number, and any special requests such as specific scenarios or equipment.

- (2) Call the CFFT operator to verify availability prior to submitting written requests.
- (3) Coordinate with your brigade Fire Support before locking in training to confirm instructor support. Units without an associated fire support element (FSE) should call 1-5 FA, 4-1 FA or the CFFT operator, to coordinate instructor support
- (4) Cancel scheduling training dates no later than 3 working days of scheduled training.
- (5) Maintain unit CFFT operator roster.

# b. Brigade FSEs:

- (1) Coordinate with brigade combat team units. Provide subject matter experts (SMEs) as instructors to support all training at the CFFT.
- (2) Ensure fire support personnel are trained to provide instruction.
- (3) Coordinate instructors for units without FSE.
- (4) Maintain at a minimum two qualified NCOs as operators.

#### c. Training Instructors:

- (1) Maintain a scheduling calendar on Outlook. Resolve scheduling conflicts immediately.
- (2) Notify using units of confirmed scheduling or scheduling conflicts not later than (NLT) 1 week prior to requested dates.
- (3) Provide a monthly usage report to higher headquarters and Chief of TSC NLT the fourth day of the following month. Include as notes no-shows and cancellations within the 3 day window.
- (4) Coordinate for military or approval overtime before confirming scheduling non-duty hours.
- (5) Serve as back-up instructor as required.

(6) Train unit CFFT operator as required.

# 5. COORDINATING INSTRUCTIONS.

- a. 1st Brigade, 4th Brigade and CAB FSEs support brigade team units for instruction and training.
- b. Point of contact for scheduling is the training instructors at, phone 239-9744/5515.
- c. CFFT I/O certification is only valid for 1 year. Operators must recertify, which is a one day course. If Soldiers need to be recertified they must contact us to schedule their certification.

#### APPENDIX IV

#### **JAVELIN**

- 1. **PURPOSE:** This SOP provides guidance for scheduling and operating the JAVELIN trainer. Our objective is to provide quality tactical training to Javelin users.
- 2. **DESCRIPTION:** The Javelin interactive trainer is a training device, which simulates the delivery of direct fires. It creates audio-visual effects similar to those in the field environment by projecting targets into the targeting eyepiece of the Javelin CLU. The Soldier locates various targets, locks the missile on the target and fires the missile. The system simulates stationary and moving targets and day and night environments.
- **3. SCHEDULING:** Schedule the Javelin trainer through the Training Instructors at Bldg 77680. Phone# 785-239-9744/5515 (DSN 856-9744/5515), Fax 785-239-5634. Note: Guard/Reserve must go through Mobilization and Reserve Support Branch (MRSB) located at Bldg# 1801, Buffalo Soldier Road, Fort Riley, KS 66442. Phone # 785-239-6610/6608 (DSN 856-6610/6608), Fax 785-239-6614.
  - a. The Javelin trainer can be reserved Monday through Friday, 0900-1600. Other hours or weekends are on a case by case basis with approval from DPTMS Training Division Chief.
  - b. Priority for scheduling is on a first-come, first-serve basis. Reprioritization requires approval of DPTMS Training Division Chief.
  - c. Units will inform the Combat Arms Simulation Instructors via email of all cancellations within 3 days of scheduled training.
  - d. Units may reserve the Javelin trainer beginning the first day of each month for that specific month.

#### 4. RESPONSIBILITIES:

- a. Using Units:
  - (1) Submit request for utilization of training simulator by fax, hand carry or via email. Requests will include specific training dates, start and stop times, estimated number of personnel who will be attending training, name of unit operator, point-of-contact along with a Fort Riley duty phone number.

(2) Cancel scheduling training dates no later than 1 week prior to the scheduled date. Call the Combat Arms Simulations Instructor to inform the operator of a cancellation.

# b. Training Instructors:

- (1) Maintain a scheduling calendar on Outlook. Resolve scheduling conflicts immediately.
- (2) Notify using units of confirmed scheduling conflicts as soon as the conflict is known.
- (3) The Javelin I/O certification is only valid for 12 months. Operators must recertify, which is a two day course.

#### APPENDIX V

#### MET/HEAT

- **4. PURPOSE:** This SOP provides guidance for scheduling and operating the MET/HEAT trainers. Our objective is to provide quality tactical training to MET/HEAT users.
- **5. DESCRIPTION:** The MET/HEAT interactive trainers are state of the art full or partial motion simulators designed for use in all phases of roll over scenarios requiring crew egress. This type of design places the students in the most realistic environment possible while providing a comprehensive learning environment with maximum retention and application of lessons learned back to the real world. This realistic trainer will provide safe and effective egress training to MRAP and HMMWV vehicle crew members. There is also record and playback capability for AAR.
- **6. SCHEDULING:** Schedule the MET/HEAT trainers through the Training Instructors at Bldg 77680. Phone# 785-239-9744/5515 (DSN 856-9744/5515), Fax 785-239-5634. Note: Guard/Reserve must go through Mobilization and Reserve Support Branch (MRSB) located at Bldg# 1801, Buffalo Soldier Road, Fort Riley, KS 66442. Phone # 785-239-6610/6608 (DSN 856-6610/6608), Fax 785-239-6614.
  - a. The MET/HEAT trainers can be reserved Monday through Friday, 0900-1600. Other hours or weekends are on a case by case basis with approval from DPTMS Training Division Chief.
  - b. Priority for scheduling is on a first-come, first-serve basis. Reprioritization requires approval of DPTMS Training Division Chief.
  - c. Units will inform the Combat Arms Simulation Instructors via email of all cancellations within 3 days of scheduled training.
  - d. Units may reserve the MET/HEAT trainers beginning the first day of each month for that specific month.

#### 5. RESPONSIBILITIES:

- a. Using Units:
  - (1) Submit request for utilization of training simulator by fax, hand carry or via email. Requests will include specific training dates, start and stop times, estimated number of personnel who will be

attending training, name of unit operator, point-of-contact along with a Fort Riley duty phone number.

(2) Cancel scheduling training dates no later than 1 week prior to the scheduled date. Call the Combat Arms Simulations Instructor to inform the operator of a cancellation.

# b. Training Instructors:

- (1) Maintain a scheduling calendar on Outlook. Resolve scheduling conflicts immediately.
- (2) Notify using units of confirmed scheduling conflicts as soon as the conflict is known.
- (3) The MET/HEAT I/O certification is only valid for 12 months. Operators must recertify, which is a one day course.

# Appendix VI

# TRAINING SUPPORT CENTER

# **COURSE ENROLLMENT SOP**

1. PURPOSE: This SOP provides guidance for enrolling and attending the Engagement Skills 2000 Trainer Operator course, Call For Fire Trainer (CFFT) Operator course, Combat Mission Capability Kit (CCMCK) course, HMMWV Egress Assistance Trainer course, MRAP Egress Trainer course and the Training Improvised Explosive Devices course scheduled by the Training Support Center.

#### 2. RESPONSIBILITIES:

- a. Commanders and supervisors at all levels are responsible for ensuring maximum use of these courses to maintain a high state of individual proficiency and enhance combat readiness.
- b. Commanders and supervisors must ensure that all students selected to attend the courses contained in this document are qualified by the general/special prerequisites and report on time.
- c. Due to resources, units may be required to prioritize enrollment applications.
- d. Staff agency/activity course proponents must ensure that POIs and Lesson Plans are reviewed and updated so the instruction offered is current with the references established for the course. Class proponents are responsible for publicizing changes to the class schedules listed in this catalog.
- 3. PREREQUISITES: General course prerequisites are listed below. Additional special prerequisites for each course are contained at the appropriate sections of this document. Students failing to meet the prerequisites may be released from the course.
  - a. No dental or medical treatment pending for the duration of the course.
  - b. No personal problems that would prevent attendance at all classes.
  - c. No unfavorable personnel action, court martial proceeding, or civil court action pending or in progress.
  - d. No transfer or other military orders pending or issued which preclude completion of the course.

- e. Students must be exempt from all duties that might interfere with course participation.
- g. All military personnel will report to class in complete duty uniform (NO EXCEPTIONS).
- h. All students will bring hearing and eye protection to class.

# 4. PROCEDURE FOR REQUESTING/CANCELING SPACES:

- a. Contact the POC located on the page for the course in which you wish to enroll or cancel.
- b. All cancellations must be done 1 (one) week prior to the course start date.
- c. The following information is required to enroll in a course.

Course Title:
Course Date:
Last Name:
First Name:
Middle Initial:
Military E-mail address:
Supervisor's Name:
Supervisor's Phone Number

# **COURSES OFFERED BY TSC**

# **ENGAGEMENT SKILLS TRAINER OPERATOR COURSE (EST 2000)**

- I. **LOCATION:** Building 77680
- 2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
- 3. **LENGTH:** 36 hours (4 Days). 0900-1600. No classes will be conducted on Federal holidays.
- 4. **PURPOSE:** To provide training in duties and responsibilities for an Engagement Skills Trainer Operator. This course combines all aspects of placing the EST 2000 into operation, conducting a training session, shutdown procedures, troubleshooting procedures, and equipment maintenance procedures.

#### 5. PREREQUISITES:

- a. Minimum Rank: CPL
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by unit commander.

- a. Number of students will not be less than 4 or more than 12 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- 7. **POINT OF CONTACT:** Seats for this course are given to the Brigade level Schools NCO by the instructor. One class is conducted each month.

# CALL FOR FIRE TRAINER OPERATOR COURSE (CFFT)

I. **LOCATION:** Building 7750

- 2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
- 3. **LENGTH:** 40 hours (5 Days). 0900-1600. No classes will be conducted on Federal holidays.
- 4. **PURPOSE:** To provide training in duties and responsibilities for a Call for Fire Trainer Operator. This course combines all aspects of placing the CFFT into operation, conducting a training session, shutdown procedures, troubleshooting procedures, and equipment maintenance procedures.

# 5. PREREQUISITES:

- a. Minimum Rank: CPL
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by unit commander.

- a. Number of students will not be less than 4 or more than 8 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- d. Students enrolled as stand by will report on the first day and will be allowed to fill any vacant positions from student no shows.
- 7. **POINT OF CONTACT:** Seats for this course are given to the Brigade level Schools NCO by the TSC. One class is conducted each month.

# **CLOSE COMBAT CAPABILITY KIT (CCMCK)**

- 1. **LOCATION:** Building 77680.
- 2. **REPORTING:** 0850 hours on the day of class. Failure to report on time may constitute loss of space.
- 3. **LENGTH:** 2 ½ hours (1/2 Day). 0090-1130. No classes will be conducted on Federal holidays.
- 4. **PURPOSE:** To provide training on the M9 9mm pistol, M16/M4 rifle, and M249 SAW. Instruction will cover proper clearing of weapons, installation of CCMCK bolt, function checks with CCMCK bolt, disassembly of weapons, and safety of firing the CCMCK to include Range Safety Officer responsibilities while conducting force on force training.

#### 5. PREREQUISITES:

- a. Minimum Rank: NONE
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by the unit commander.
- d. Each Soldier will be required to bring a M9 pistol, M16 or M4 rifle, M249 SAW, and cleaning kit.

#### 6. ADMINISTRATIVE INSTRUCTIONS:

- a. Number of students will not be less than 4 or more than 16 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- **7. POINT OF CONTACT:** CCMCK Coordinator, 239-5515/9744. Class is scheduled based upon unit requirements.

NOTE: If a unit desires to incorporate live fire with the CCMCK as part of the training the unit will have to provide their own ammunition. The unit must inform the CCMCK coordinator when scheduling this training so targets can be resourced. This will extend the training time by approximately 2  $\frac{1}{2}$  hours. Hearing protection, eye protection, body armor, and Kevlar will be required for live fire training.

# **IMPROVISED EXPLOSIVE DEVICES (IED)**

- I. **LOCATION:** Bldg 77680 on day one, Home Station Training Lane (HSTL) the remainder of training.
- 2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
- 3. **LENGTH:** 24 hours (3 Days). 0900-1600. No classes will be conducted on Federal holidays.
- 4. **PURPOSE:** To provide training on the various training improved explosive devices offered for unit utilization in training by the Training Support Center.

#### 5. PREREQUISITES:

- a. Minimum Rank: NONE
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by unit commander.

- a. Number of students will not be less than 8 or more than 16 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- 7. **POINT OF CONTACT:** IED Coordinator, 239-5515/9744. One class is conducted each month. Closed classes for Brigades can be scheduled on a case by case basis.

# HMMVW EGRESS ASSISTANCE TRAINER (HEAT)

- 1. **LOCATION:** Building 7769C.
- 2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
- 3. **LENGTH:** 8 hours (1 Day). 0900-1600. No classes will be conducted on Federal Holidays.
- 4. **PURPOSE:** To provide training on the safe operation of the HEAT system to unit trainers.

#### 5. PREREQUISITES:

- a. Minimum Rank: CPL
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by unit commander.

- a. Number of students will not be less than 4 or more than 12 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- 7. **POINT OF CONTACT:** HEAT Coordinator, 239-5515/9744. Classes are conducted as needed by unit requests.

# **MRAP EGRESS TRAINER (MET)**

- 1. **LOCATION:** Building 7769C.
- 2. **REPORTING:** 0850 hours on the first day of class. Failure to report on time may constitute loss of space.
- 3. **LENGTH:** 8 hours (1 Day). 0900-1600. No classes will be conducted on Federal Holidays.
- 4. **PURPOSE**: To provide training on the safe operation of the MET system to unit trainers.

#### 5. PREREQUISITES:

- a. Minimum Rank: CPL
- b. Minimum of 6 months remaining on active duty upon completion of course.
- c. Recommended by unit commander.

- a. Number of students will not be less than 4 or more than 12 in each class.
- b. Students must be exempt from duties that might interfere with course participation.
- c. All students must be pre-enrolled and on the class roster.
- 7. **POINT OF CONTACT:** MET Coordinator, 239-5515/9744. Classes are conducted as needed by unit requests.

# Memorandum for Record

Subject:	Inspection	& inventory	of training	devices	issued	from
the Train	ing Suppor	t Center to a	uthorized cu	ustomers		

<u> </u>	certify that on this
date	, I conducted a 100% inspection of all devices
being issued	to me. I found these training devices to be clean,
serviceable an	nd complete (having all parts).
Print	
Name	Unit
Signature	

#### **UNIT LETTER HEAD**

Unit Attention	Line D	Oate: 2	25.	January	20	0	8
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MEMORANDUM FOR Property Administrator, Training Support Center (TSC), Building 77680 Armistead St., Fort Riley, Kansas 66441

SUBJECT: Damaged TSC Equipment

- 1. Reference: AR 735-5
- TSC equipment damaged: <u>CREW 1 Kit</u>, SN: <u>1111.</u> Request for Issue/Turn-In, TS-MATS form dated \_\_\_\_\_\_, Hand Receipt Account#\_\_\_\_\_.
- 3. Damage statement:
  - a. During the period 14-15 December, 2007, the CREW1 described above was damaged during transport from the field after a scheduled exercise. The damage consisted of a broken knob and damaged cable end. The damage occurred as a result of relocating the training device in the late evening hours.
  - b. We tested the <u>CREW 1 Kit</u> at the unit and found that aside from the above damage all other parts were functioning correctly.
  - 4. POC is the undersigned at 287-0000.

Hawkeye W. Half-Mast SFC, USA Section Supervisor

1st Ind

Attention Line Date

- 1. I Concur/Do Not Concur with the statement in the basic letter.
- 2. I have reviewed the circumstances surrounding the damage to the above item and find no evidence of negligence or willful misconduct. No further investigation is required.

I.WALK. ONWATER LTC, IN Commander

# NOTICE OF DELEGATION OF AUTHORITY

DATE 2011-01-31

- RECEIPT FOR SUPPLIES						
For use of this form, see	DA PAM 710-		•		1	
ORGANIZATION RECEIVING SUPPLIES 2ND 16TH INF			DREPRESENTATIVE(S)  LOCATION FORT RILEY,KS 66442			
LAST NAME-FIRST NAME-MIDDLE SOCIAL SECURITY NUMBER			AUTH REQ	ORITY REC	SIGNATURE AND INITIALS	
SGT SNUFFY, JOE		N/A		$\boxtimes$		
PFC SMITH, JANE		N/A				
SPC KNOW IT		N/A	$\boxtimes$			
AUTHORIZATION BY RESPON	AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY DELEGATES TO WITHDRAWS FROM THE PERSON(S) LISTED ABOVE THE AUTHORITY TO: REQUEST AND RECEIVE TSC ITEMS						
REMARKS SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE						
UNIT IDENTIFICATION CODE DODAAC/ACCOUNT NUMBER						
WWXXW1 YOUR TSC Account #					count #	
LAST NAME-FIRST NAME-MIDDLE INITIAL	-		EXPIRA DATE		SIGNATURE	
DOE, JOHN			2012-	01-30		

DA FORM 1687, JAN 82

EDITION OF DEC 57 IS OBSOLETE.

USAPPC V3.00

MEMORANDUM FOR TRAINING SUPPORT CENTER (TSC), FORT RILEY, KS 66442-5000

#### SUBJECT: REQUEST FOR ESTABLISHING/RENEWING A TSC SERVICE ACCOUNT

1.	REQUEST A TSC ACCOUNT BE ESTABLISHED OR RENEWED FOR,  HHC 1 <sup>st</sup> High Speed Unit  IN ACCORDANCE WITH PROCEDURES
	(UNIT OR ACTIVITY)
	OUTLINED IN THE TSC CATALOG.
2.	EQUIPMENT ISSUED TO THIS ACCOUNT WILL NOT BE LOAN OR PLACED ON SUB-HAND RECIEPT TO ANY INDIVIDUAL OR UNIT NOT OF THIS ORGANIZATION
3.	THE UNDERSIGNED HEREBY APPOINTS SSG ICAN DOIT (Name and Rank)

E-Mail Address ican.doit@us.army.mil

Alternate E-Mail Address ican.doit@us.army.mil

THE TSC ACCOUNT HOLDER. HE/SHE WILL ASSUME RESPONSIBILITY FOR ORDERING, RECIEVING, AND PROMPTLY RETURNING ON DUE DATES ALL ITEMS ISSUED ON TEMPORARY HAND RECIEPT TO THIS ACCOUNT (APPOINTED ACCOUNT HOLDER WILL SIGN THE BOTTOM LINE A OF DA FORM 1687).

ENCL
ONE SET OF DA FORM 1687

Know It, CPT, COMPANY CMDR
(NAME, GRADE, AND TITLE)

NOTE: OFF-POST UNITS MUST INCLUDE ONE COPY ON UNITS ORDERS SHOWING CURRENT MAILING ADDRESS AND TELEPHONE NUMBER TO INCLUDE AREA CODE OF YOUR CITY/STATE

CHECK ONE ( ) ACTIVE ARMY ( ) ARNG ( ) USAR ( ) OTHER

COMMANDER 1ID FORT OVERHERE ATTN: AAAA-AAA-AA FORT OVERHERE, USA 11111-0000 222-123-4567 DSN 000-4567